



St Paul Lutheran Preschool

1450 5<sup>th</sup> Street, Calhan, CO 80808

719-347-2798

Tanya Luiten-Director

To complete this registration packet we will need:

Copy of child's birth certificate

Copy of immunization record

A registration fee of \$35 will assure a spot for your child in preschool. (We are licensed for 15 children each day.)

If you have any questions please don't hesitate to call. Office hours are Tuesday - Friday from 8am - 12pm. Phone is 719-347-2798.

Thank you,

Andrea Fowler

Office Manager

# St. Paul Lutheran Preschool

2017-2018

Date: \_\_\_\_\_

Please be assured that all the Information you share on any of the Forms will be confidential. The information will provide us with information to determine if your family may qualify for scholarships, or any other financial help. We also use this information to get to know a little more about your child in order to provide them with the best education possible. Currently our licensing agency requires that **phone numbers AND addresses** be included for doctors, dentist, hospital, emergency contacts as well as for all those you designate as able to pick up your child from school.

**A.M. session only: 8-11AM**

**Tues / Wed / Thurs / Fri. (Please Circle days you prefer)**

Child's Name: \_\_\_\_\_

First

Middle

Last

Birth date: \_\_\_\_\_ Was your child Full Term: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Family Ethnicity: \_\_\_\_\_

Social Security: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address (Street and Mailing) \_\_\_\_\_

My child has the following allergies and / or medical needs:

Father's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

Wk Phone: \_\_\_\_\_ Wk Address: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Age: \_\_\_\_\_ HomePhone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

Wk Phone: \_\_\_\_\_ Wk Address: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Address (Street and Mailing) \_\_\_\_\_

## Family E-Mail-

Child's Doctor's **Name, Phone Number and Address:**

Child's Dentist **Name, Phone Number, and Address:**

Preferred Hospital **Name, Phone Number, and Address:**

Insurance information Include Group # and any information we might need to give emergency personal:

Contact person when student is ill and parents cannot be reached, but hospital or doctor is not necessary.

**(Name, Phone Number, Address, Relationship)** These people are also allowed to pick up my child at St. Paul Lutheran Preschool.

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

- Did your child require any special medical and or / hospitalization at birth or during the first month of life?
- Does your child have any history of or current health concerns? (Please explain)
- Does your child have any opportunities to play with other children his or her own age and how often?
- Do you have any concerns with your child's growth and development? If yes please explain.
- Have you had any significant recent changes in your family such as (Separation, Divorce, Illness, Hospitalization, Homelessness, Frequent relocation, etc.)
- Is there any other additional information related to your family that puts stress on your family?
- Please list siblings in order of birth.

Total Household income for the last year: Please circle one

\$10,000- or less	\$25,001- \$30,000
\$10,001 - \$15,000	\$30,001- \$35,000
\$15,001-\$20,000	\$35,001 - \$40,000
\$20,001-\$25,000	\$40,001 - above

I, \_\_\_\_\_ give my child \_\_\_\_\_ permission to:

\_\_\_ To view age appropriate videos. I do understand that the video will only be used for educational purpose and that I will be notified of the title.

\_\_\_ To photograph my child throughout the year. These pictures will be displayed in the classroom, sent home and possibly used for Preschool Advertisements.

\_\_\_ To allow the Newspaper to photograph my child. I understand that I will be informed as to when this happens.

Signature

Date

**Acceptance of Policies and Procedures:**

I have read and understand all the information contained in the Preschool Handbook. I understand that if I have questions, comments or concerns I should contact the Preschool Director and work through the chain of command.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY PROCEDURES**

A. *TORNADOES* - In the event of a tornado, the children will be taken to the two door entrances facing hallway, sitting along the walls in a crouch and cover position until the all clear signal. We will conduct a tornado drill every other month.

B. *BLIZZARDS* - St. Paul Preschool follows Calhan School District RJ1 inclement weather closure policy. If Calhan District has a two hour delay or closes, St Paul Preschool will close. If a snow storm occurs during school hours the children will be kept warm and safe inside the building until their parents can safely get them.

C. *LOST CHILD* - the center would call 911 and provide information on the child and last where-about. Parents will be contacted immediately.

D. *FIRE* - We conduct a monthly fire drill. After the children are safely out of the building 911 will be called and parents will be notified immediately. The Fire Department will visit the children in the Fall.

E. *ACCIDENT/INJURY*- The staff of St. Paul Lutheran Preschool are all CPR, First Aid, and Universal Precautions qualified. The Director is qualified in Medication Administration. The following will occur in the case of an accident or injury:

1. Keep calm - notify Director immediately
2. If it is a serious injury or illness, call paramedics (911), then parents in that order.
3. There are emergency phone numbers posted next to the phone outside of the Bathroom and in the classroom.
4. Poison Control Center 1-800-332-3073 - Denver
5. Poison Control Center 1-800-332-3073 - Co. Springs

We also have our own ***Emergency Response Guide and kit*** in the classroom.

By signing this I approve of the St. Paul Lutheran Preschool Staff to provide Medical care for my child in the event of an emergency.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# GENERAL HEALTH APPRAISAL FOR ENROLLMENT IN CHILD CARE

*(Completed by the Health Care Professional)*

Child's name \_\_\_\_\_ Birthday \_\_\_\_\_

Health History & Medical Information pertinent to routine child care & emergencies:

\_\_\_\_\_ None

\_\_\_\_\_ Describe:

Special Diet \_\_\_\_\_

Allergies \_\_\_\_\_ Type of reaction \_\_\_\_\_

Current medications \_\_\_\_\_

Acetaminophen (Tylenol) in the amount of \_\_\_\_\_ may be given for fever over 102 degrees or pain every 4 hours as needed.

- *Note: No more than a 3 day period, without medical authorization.*

Describe any recurrent health problem (such as asthma, seizures, ear infections, diabetes, etc.) illness, hospitalization or concerns with development? \_\_\_\_\_ None

\_\_\_\_\_  
\_\_\_\_\_

Comments: (include instructions to the child care provider(s)).

\_\_\_\_\_

Date of most recent examination of child. (note: within the last 12 months) \_\_\_\_\_

Weight \_\_\_\_\_

Height \_\_\_\_\_

Vision \_\_\_\_\_

Hearing \_\_\_\_\_

Dental Screening \_\_\_\_\_

Immunizations given or attach immunization record: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Health Provider Name (printed)

Health Provider signature \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

I \_\_\_\_\_ give consent for my child's health care provider &

**(Name of parent/legal guardian)**

child care provider to discuss my child's health concerns.

# St Paul Preschool Tuition Agreement

Tuition is as follows:

- \$60/month for 1 day per week
- \$90/month for 2 days per week
- \$105/month for 3 days per week
- \$140/month for 4 days per week

Tuition is due by the 10<sup>th</sup> of each month. Tuition may be paid with cash, check or automatic debit. You may pay tuition to Andrea Fowler, office manager, the preschool director or drop it in the tuition envelope located on the wall as you enter the preschool classroom. We will be happy to provide you with a receipt if you request.

If tuition is not paid by the 10<sup>th</sup> of the month and you have not made arrangements with the preschool staff or Andrea Fowler, St Paul Preschool reserves the right to give your child's preschool spot away to another child.

Please keep in mind that you are required to pay tuition when your child is out ill, on vacation or on days that the school closes for inclement weather. St Paul does not credit for these days, nor are we able to make up these days due to licensing regulations.

If your child is absent for longer than two weeks and you have not notified St Paul of reasons for this absence, St Paul will assume that you are no longer planning on attending the program and your preschool spot will be given to the next child on the list. Please keep in mind that you will be financially responsible for the time in which your child did not attend.

If you choose to withdraw your child from our program, St Paul requires a two week notice. If you withdraw without a two week notice you are still responsible for payment during the time you child did not attend.

Please let us know if you have any questions regarding this agreement. This agreement must be signed and returned at the time of registration.

I, \_\_\_\_\_ have read and understand the above tuition policies. By signing this agreement, I understand that I am fully responsible for paying my child's tuition with regards to the above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_